South Dakota Online STEP Reporting Tutorial

By

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Important Information

Why should I complete this tutorial?

This tutorial is designed to give you a hands-on experience of the South Dakota Online STEP Reporting web site. The exercises will help you begin generating basic reports almost immediately. This tutorial is a "learn by example" document and is intended to familiarize you with all essential features you will need in the shortest possible time. All the concepts acquired during this tutorial will be directly transferable to actual report processing with your live data. We strongly encourage you to take the time to do this tutorial. Minutes invested now may save you hours later because you'll acquire a solid working knowledge of how South Dakota Online STEP Reporting works.

How is the Tutorial Organized?

The tutorial is divided into two fundamentally different sections, each of use to different types of users. The section entitled "Teachers" will provide schoolteachers with all the information needed to process reports for students in their current fall classrooms. If you are a teacher, proceed directly to the **Teachers** section.

The section for "Administrators" will be useful to all levels of educational administrators, whether at the school, district, or state level. It includes exercises for generating aggregate reports using "as tested" data. "As tested" means the students are in the classes, schools and grades they were in during the previous spring semester. If you are an administrator, proceed directly to the **Administrators** section.

How Do I Access the Training Web Site?

As a user of South Dakota Online STEP Reports, you have access to two separate web sites, one containing your actual live student data, and one using computer-generated sample student data intended for training purposes. For the exercises in this tutorial, you will need to access the South Dakota Training web site (http://www.sdquickstep.com/training).

General Note—PLEASE READ

The tutorial training database is initialized every evening after business hours, therefore any changes you have made to the data during the course of the following exercises— such as newly created Rosters or saved reports—will be lost each evening. For this reason, it is advisable to complete the tutorial during a single sitting.

For further details on any program feature, please see the *South Dakota Online STEP Reporting User Guide*, available from the *SwiftHelp* panel of the web site home page.

Teachers

Unlike most administrators who want to see data for students "as tested" the previous semester, teachers will be primarily interested in seeing test results for the students in their current (fall, 2003) classrooms. Because the data on the STEP web site is organized by "as tested" information, teachers need to perform a process known as "Rostering," which will reorganize student data according to new classroom Rosters. The Roster feature is visible and accessible only to teachers.

Report results will be available after a Roster procedure is complete and processed. With your live data, this will occur overnight and be available the following morning; however, with the training data site, new Rosters will be processed between the top of each hour and five minutes after the hour. After the database has regenerated and includes the new groupings, each teacher can see the test results for all students added to the Roster. Even though each student is probably in a new grade, the test results shown will always reflect last spring's grade level because that was their grade when the students were tested.

The following exercise will introduce teachers to the process for creating Rosters. Detailed information about modifying and deleting Rosters can be found in the User Guide.

Teacher Exercise 1: Log On to the South Dakota STEP Reporting Training Web Site

1. In your Netscape Navigator or Internet Explorer browser, go to the following web site URL: http://www.sdquickstep.com/training.
2. In the **Username** text box, type the user name you have been provided.
3. In the **Password** text box, type the password you have been provided (note, the password is case sensitive).
4. Click the **Login** button.

    Wait for the page to load. This may take a few moments. When it is fully loaded, the semi-transparent **Portal Menu**, which contains useful folders and links, should be visible.

Teacher Exercise 2: Create a Roster of Students

1. In the **Portal Menu**, click to expand the **STEP Roster Reports** folder.
2. Click on the **Roster** utility link ✖ Roster .
    NOTE: If the link appears to be inactive, as may sometimes happen during high-volume usage of the site, click the **Refresh** button in your web browser toolbar to refresh the window, then repeat steps 1 and 2.
3. When the **Roster** screen appears, click anywhere out side the **Portal Menu** to collapse it.
4. Click the **My Roster** drop-down arrow in the top-left portion of the screen, under **Teacher Name**.
5. Click the **New Roster** radio button.
6. Click the **Accept** button.
7. Locate the **Type Student ID** text box in the top-right of the screen, then highlight the number that is filled in the box by default and delete it.
8. Next you will make a list in this text box of all students to be Rostered into the new classroom. When working with your real data, this list will have been provided for you, however, for this exercise, you will use the three student numbers listed below.

NOTE: Student numbers can be entered one at a time and added to an existing Roster (covered in detail in the User Guide), but the most efficient way to create a Roster is to add a list of student numbers all at once, as in the current exercise. Simply type the first number, type a comma **with no space**, then the next number, and continue until the entire list is entered.

9. Type in the following student numbers, exactly as shown below, checking your work carefully so as to make no mistakes; remember to leave no spaces between commas: 146850000,146860000,146870000,146880000

10. Click the **Add** button.

    After five to ten seconds, this should produce a preview of the following list of students, along with additional student information:

Student ID	Name
146850000	QUISENBERRY, CORY
146860000	QUIJADA, CLAUDE
146870000	PULLINS, MIYOKO
146880000	PUCCIO, ERIK

NOTE: Accuracy in this step is crucial. Taking a few minutes to thoroughly check this preview of your student Roster list can save much time. Furthermore, the yellow highlighted list is only a preview. Until it is saved, any overwriting or adding of further students to the list will erase the current viewed Roster preview. Therefore, if you have made any mistakes, simply delete the student numbers in the **Type Student ID** text box, write in the correct student numbers provided above, and once again click **Add**.

11. Once you are satisfied with the accuracy of your Roster, click the **Save** icon in the report toolbar at the top of the page.

    The **Save As** dialog will open, allowing you to type a name for this Roster.
    NOTE: When working with live data, make sure to select a descriptive name that is meaningful to you for future use, as your reports will contain all saved Rosters, requiring you to discern one from another according to the names you have applied in this step.

12. For this Roster, type: [Your Last Name]'s Grade 4 Classroom

13. Click **Accept**.

    The **Roster** screen will reappear, allowing you to create another Roster is you wish. For the current exercise, however, you will create only this Roster. Furthermore, you will now need to wait until the new Roster is processed before continuing. The processing of the training site occurs between the beginning of every hour and five minutes after the hour. So, for example, if you complete this exercise at 1:45 p.m., you will need to wait until approximately 2:05 p.m. before continuing on to Exercise 3.
    NOTE: While processing of the Training site occurs hourly, processing of the actual live data site occurs only once each night, making newly created Rosters available for reporting the following morning. This is why crosschecking for accuracy in your Roster lists is of vital importance.

    At this point, you can wait for the Roster to process and then refresh the browser window, or you can log off the site and then log back on five minutes after the hour.

## Teacher Exercise 3: Accessing a Report on a Roster of Students

As noted above, you will need to wait until five minutes after the hour following your completion of Exercise 2 before proceeding to this exercise. Also, please be aware that, as mentioned in the beginning section of this tutorial, entitled "Important Information," the tutorial training database is initialized every evening after business hours, therefore any changes you have made to the data during the course of these exercises—such as newly created Rosters or saved reports—will be lost each evening. For this reason, it is advisable to complete the tutorial during a single sitting.

1. Begin by clicking the **Refresh** button of your web browser toolbar (this button generally appears as two arrows moving in a circular direction). This will refresh your reporting window to include the newly Rostered student information. If you have logged off since completing Exercise 2, simply log on as described in Exercise 1, and this will also have the effect of refreshing the screen.
2. The floating **Portal Menu** may still be expanded; of it is not, click on the gray **Navigation Bar** at the far left side of the screen to expand it.
3. In the **Portal Menu**, expand the **STEP Roster Reports** folder and click on the **Roster Individual Reading & Math Report**.
   Wait a few moments while the report is loaded.
4. Click outside the **Portal Menu** to collapse it.
   This report, which is described in detail in the User Guide, provides general information on student test results in Reading and Math. Information concerning more specific Standard results will be found in the **Roster Individual Standards Report**, also outlined in the User Guide.

Teacher Exercise 4: "Drilling into" a Report on a Roster of Students

With the **Roster Individual Reading & Math Report** still open, note that, initially, all that is shown are student counts (also called "n-counts"), for students who have completed the STEP test in the areas of Reading and Math. In the following steps, you will access more detailed information.

1. Move your cursor over your name in the left column of the report spreadsheet, noting how it becomes an underlined hyperlink and your cursor becomes the "hand" tool used for opening a link:
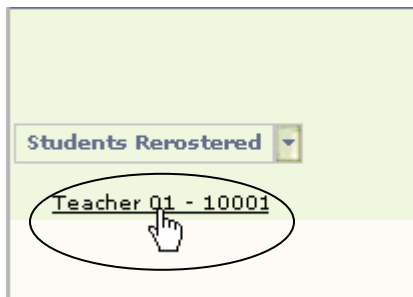
2. Left-click your name with your computer mouse to expand the list.
    NOTE: If more than one Roster had been created during Exercise 2, all available Rosters would be shown in this list.
3. You will notice that the spreadsheet of report results is partially obscuring the roster name. Move your cursor to the top-left side of the spreadsheet until it becomes a pair of parallel lines with arrows pointing in opposite directions, as follows:
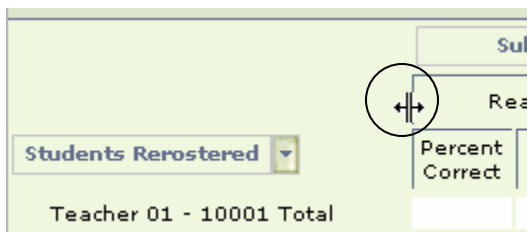
4. Left-click and "drag" the spreadsheet to the right side of the screen until all the text of the Roster list is visible:
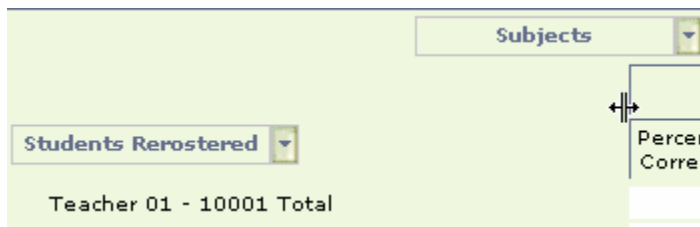

5. Click on the Roster, "[Your Name]'s Grade 4 Classroom," expanding it to show the four individual students you Rostered in Exercise 2.

   Now you should be able to view all relevant test information for the individual students in Reading and Math. You could now simply choose to save this report, and it would be quickly available to you from **My Folder** in the **Portal Menu** in the form you have created, expanded to the individual student level. However, we will come to these steps in detail after one more important exercise.

Teacher Exercise 5: Using Slice Options on a Report

With the **Roster Individual Reading & Math Report** still open, and expanded to the level of individual student information, please note the panel at the top of the screen, above the solid black line. This panel contains a series of drop-down boxes such as "Grade," "Ethnicity," "Proficiency," etc. These boxes, which are called **Slice Options**, are available to you for the purpose of creating reports based on specific demographic information, or even combinations of demographic criteria. An example of such a report might include all Native American students who scored in the Proficient range. The following exercise will introduce you to using **Slice Options**.

1. Click the **Proficiencies** Slice drop-down arrow in the bottom-right corner of the **Slice Options** panel:
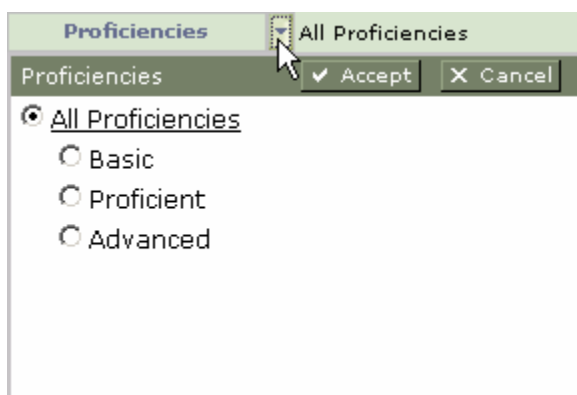
2. Click the **Advanced** radio button.

3. Click the **Accept** button.
   After a few moments, the report will reload, showing only those students who have scored in the Advanced Proficiency level of Reading or Math. Slice options can be useful for many things, including determining students who might be considered for gifted and talented programs, or who may need additional instruction in given subject areas.

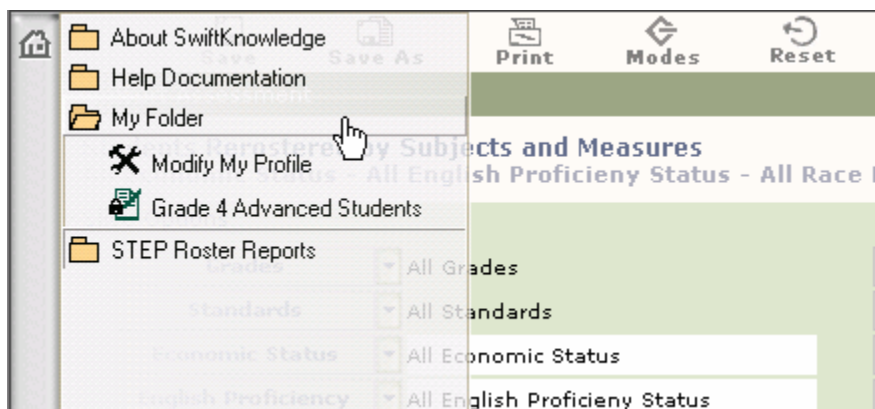## Teacher Exercise 6: Saving a Report

To help save you the time of expanding, drilling into, and/or slicing a particular report every time you log on, the South Dakota Online STEP Reporting site allows you to save each report you create for later use, and enables you to access saved reports quickly.

1. In the *SwiftKnowledge* toolbar at the top of the report, click either the **Save** or **Save As** button (for this application, both buttons will open the exact same dialog):

   The **Save As** dialog will open, allowing you to name and save your report.

2. In the **Report Name** text box, type a meaningful name; for this example, type: Grade 4 Advanced Students.
3. Leave the **Save In Folder** and **Add to SwiftLinks** textboxes set to their default entries, and click the **Accept** button.
4. Click the gray **Navigation Bar** at the left side of the screen to expand the **Portal Menu**.
5. Click to expand **My Folder**:

6. Click **Grade 4 Advanced Students** to open the report.
   This report is now available from the **Portal Menu** any time you log on.
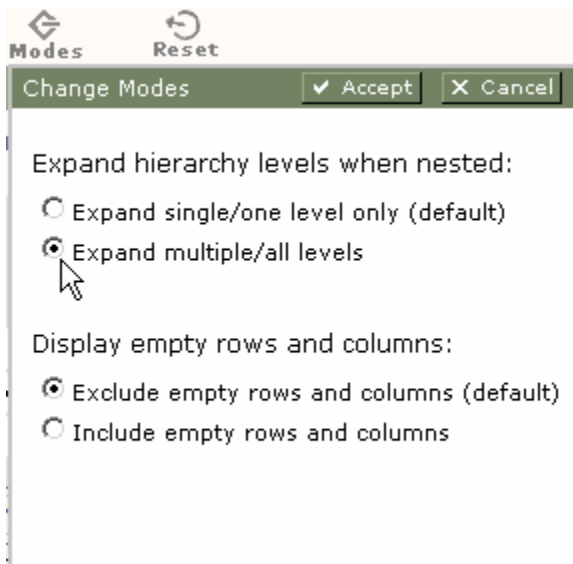
Teacher Exercise 7: Printing a Report

The following exercise will walk you through all the steps necessary to open, modify, and print a report. It is designed both to reinforce concepts you have already learned, and to introduce you to new information.

1. From the **Portal Menu**, click on the **Roster Individual Standards Report**.
2. In the report toolbar, click on the **Modes** button:

3. In the **Change Modes** dialog, click the **Expand multiple/all levels** radio button.

The effect of this selection is to make drilling into data more efficient. The **Individual Standards Report** in particular has several levels of data; this button allows you to make choices about expanding this data globally rather than performing the expansion for every individual student.

4. Click **Accept**.
5. Click **Grade 3 Total** to expand it.
   The Subject areas "Reading" and "Math" will appear.

6. Click **Reading** to expand it to individual standards.

Grade 3 Total	4
Reading Total	4
Indicator 1, Standard 1: (	4
Indicator 1, Standard 2: [	4
Indicator 1, Standard 3: (	4
Indicator 2, Standard 1:]	4
Indicator 2, Standard 3: [	4
Indicator 2, Standard 2: F	4
Indicator 3, Standard 1: (	4
Indicator 4, Standard 2: (	4
Indicator 4, Standard 1: (	4

7. Click **Math** to expand it to individual standards.
8. Now, return to the top of the list and click your name to expand the list of Rosters.
9. Scroll down and click the link for the roster called [Your Last Name]'s Grade 4 Classroom.
   It will take several seconds for the list to expand all of the individual students.
10. Once the list is expanded, scroll down and note that each of the individual students is expanded to the level of Standards in Reading and Math. This is because of the selection you made in Step 3 of this exercise. Had you not made this selection initially, you would have had to scroll through and expand each student name individually.
11. Click and drag the report spreadsheet to the right (as described in Step 3 of Exercise 4), in order to see the text of each standard.
12. Once you have looked at some of the standard texts, drag the spreadsheet back to the left until its far right edge is about ½ inch from the right side of the green report panel:

Students Rerostered ▼		Measures ▼					
Standards ▼			Student Count	Number Possible	Number Correct	Percent Correct	Proficiency Level
Number Sense, Indicator 3: Develop conjectures, prec			1	7	3	43%	
Number Sense, Indicator 4: Analyze the concept of va			1	7	3	43%	
Patterns, Indicator 1: Analyze and describe the prope			1	7	3	43%	
Patterns, Indicator 2: Apply relations and functions to			1	7	5	71%	
Statistics & Probability, Indicator 1: Use various statist			1	7	6	86%	
Statistics & Probability, Indicator 2: Apply the laws of			1	7	0	43%	

This step is important for ensuring that reports print efficiently. If you do not drag the report spreadsheet to the right, reports will be printed with all the standard text wrapped down a small column on the left side of pages, requiring many more printed pages than if you have moved it; however, moving the spreadsheet *too* far to the right will cause some report results to be cut off. You will need to experiment with a few printed reports to find the ideal location for dragging the report spreadsheet.

13. Now apply a combination of Slices: in the **Proficiencies** drop-down, select the **Proficient** Slice; in the **Ethnicities** drop-down, select **Asian**.
    This process can take several seconds, so please be patient.
14. Scroll down and you will see that only one student—Miyoko L. Pullins—meets both of these criteria.
   NOTE: Although the teacher appears in the report with only the selected student, it is important to realize that the aggregate results shown for the teacher are totals for *all* students in the class, not merely the student shown on the report.

In the report toolbar, click the **Print** button.
A print preview will appear, and you may notice that the **Proficiency Level** column is broken off the right side of the report. You will fix this in the next step.

15. In the preview toolbar, click on the **Size** button.
16. Select the **Landscape** radio button:
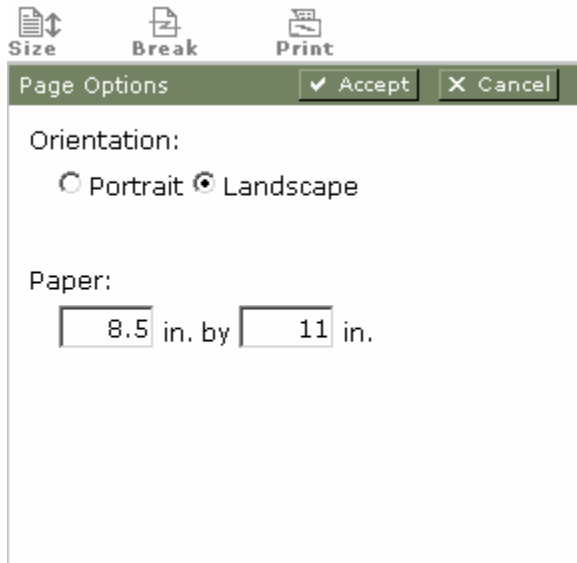
17. Click **Accept**.
Note that the format of the print preview changes and now the **Proficiency Level** column is attached to the right side of the report. Also, be advised that changing the print preview format does not make any changes to your PC's default printer settings. You will do this in the next few steps.

18. In the preview toolbar, click the **Print** button.
Your computer's default printer dialog will open.

19. Click the **Basics** tab of the **print** dialog and select the **Landscape** orientation radio button.
20. Click **Print**.

This ends the tutorial for teachers. You may now log out of the training database and go on to processing your live data. For further details on important features of the South Dakota Online STEP Reporting web site, please consult the User Guide located in the *SwiftHelp* panel of the initial *SwiftView* page, which you can access at any time by clicking the "Home" icon at the top of the gray **Navigation Bar**.

Administrators

Administrator Exercise 1: Log On to the South Dakota STEP Reporting Training Web Site

1. In your Netscape Navigator or Internet Explorer browser, go to the following web site URL: http://www.sdquickstep.com/training.

2. In the **Username** text box, type: School.
   NOTE: For the purposes of this tutorial, school, district and state administrators will all use the School user name log-on. When you access your live data, you will use the individual user name and password issued to you. While the following exercises will provide useful experience in essential program functions for all levels of users, please keep in mind that your live data permissions—especially those of district and state level users—will allow you access to a wider range of data than what is presented here.

3. In the **Password** text box, type: quickstep (note, the password is case sensitive).

4. Click the **Login** button.
   Wait for the page to load. This may take a few moments. When it is fully loaded, the semi-transparent **Portal Menu**, which contains useful folders and links, should be visible.

Administrator Exercise 2: Accessing and "Drilling into" a Report

1. In the Portal Menu, click the STEP Reports folder to expand it:
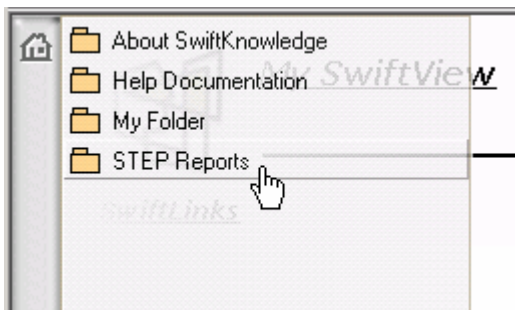
2. Click to open the **Aggregate Reading & Math Report**.
   NOTE: If the link appears to be inactive, as may sometimes happen during high-volume usage of the site, click the **Refresh** button in your web browser toolbar to refresh the window, then repeat steps 1 and 2.

3. Click outside the **Portal Menu** to collapse it.
   The current report view offers aggregate results by grade for all students in "Dwight Eisenhower School."

4. Click **Dwight Eisenhower Sc** to expand it:
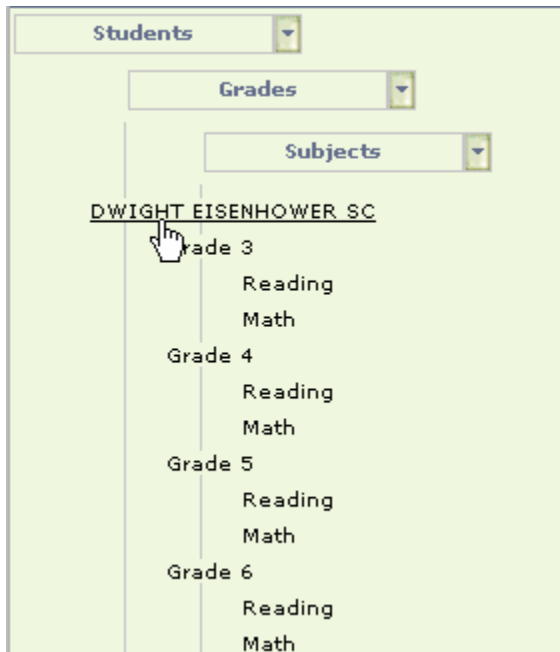
5. Scrolling down the page, you will see that the school has been expanded to show aggregate class results for four individual teachers.

6. Click to expand teacher **Johnson**.
   As you can see, this report can be expanded to show general results for individual students, however much more detailed test information on individual students can be found in both the Individual Standards Report and the Individual Reading and Math Report. Information on the specifics of all four available reports can be found in the User Guide.

Administrator Exercise 3: Limiting a Report to Individual Teachers and Students

On occasion—especially if you intend to print a report—you will sometimes want to limit the information on the report to a subset of the report population. There are a few different ways to accomplish this, but the most common is described by the following exercise, in which you will select to report results only for teachers Johnson and Smith.

1. With teacher **Johnson** still expanded from the previous exercise, locate and click on the **Students** dimension drop-down arrow in the top-left corner of the report panel:
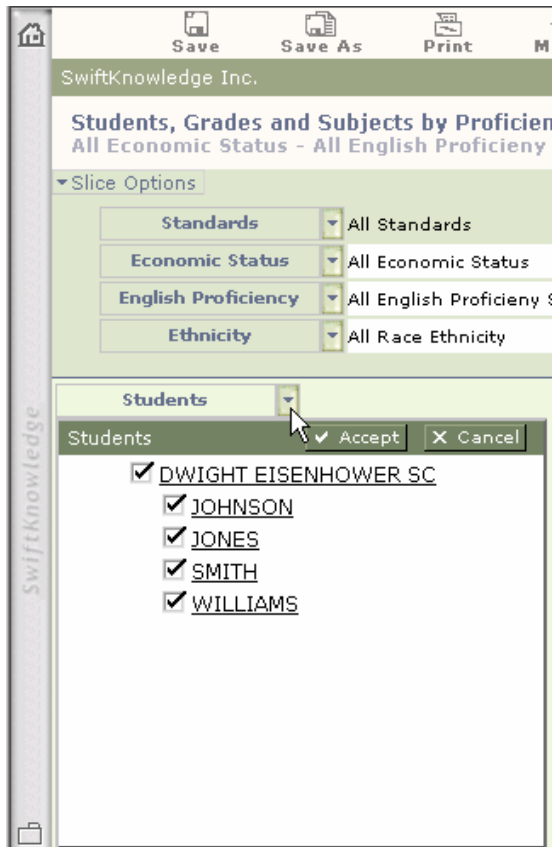
NOTE: The functioning of the Students dimension can be a little tricky. Seemingly, it would be easy enough to isolate Johnson and Smith by simply canceling the checkmarks for teachers Jones and Williams. However, when running your live data, you might be working with dozens or even hundreds of individual teacher names, and this method would become very laborious. There is an easier way, described below, for choosing to select only a few individuals from a large group.

2. In the **Students** dialog, click to collapse **Dwight Eisenhower Sc**:
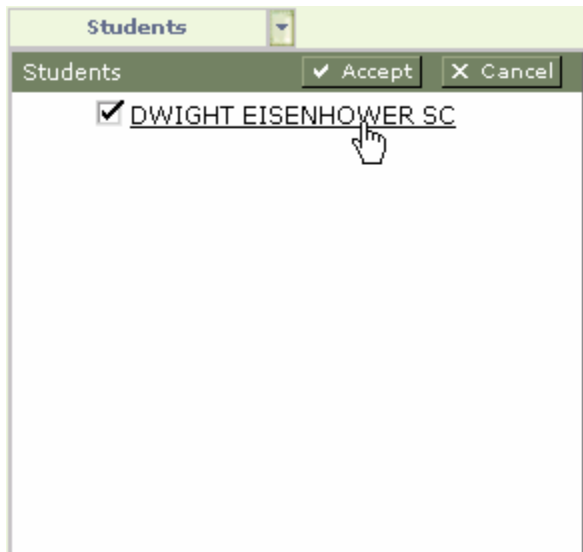

3. Click to cancel the checkmark next to **Dwight Eisenhower Sc**, then click the school name again to expand it.
   Note that no teachers are now selected for reporting.
4. Click the checkboxes by **Johnson** and **Smith** to select them.
   A report could now be generated by clicking the **Accept** button; however, before moving on, the following steps will demonstrate how to select only specific students for reporting.
5. Click teacher **Jones** (the name, NOT the check box).
   After a few moments, a list of Jones's students will appear under the teacher name. Note that, because Jones was not check-marked, all of her students are likewise unchecked— had Jones been selected, all students would be checked by default.
6. Click to select three of Jones's students: **Defreitas**, **Dipaolo** and **Fishel**.
   When you are finished, scroll back up and note that the blank check box next to **Jones** has turned green, indicating that a partial list of the teacher's students has been selected for this report. If you ran the report right now, however, teacher Jones's name would not appear, and you would have difficulty discerning from which classroom these three students came. To fix this problem:
7. Once again, click on the check box next to **Jones**.
   Now only the teacher name and her three selected students will appear in the report, along with all students from teachers Johnson and Smith.
   NOTE: Although Jones appears in the report with only three selected students, it is important to realize that the aggregate results shown for Jones are totals for *all* students in the class, not merely the three students shown on the report.
8. Click the **Accept** button.
   A report appears which includes only those teachers and students whom you have selected. You could now simply choose to save this report, and it would be quickly available to you from **My Folder** in the **Portal Menu**, in the form you have created— expanded to the individual student level for the selected students. However, we will come to these steps in detail after one more important exercise.

Administrator Exercise 4: Using Slice Options on a Report

With the **Aggregate Reading & Math Report** still open, and expanded to the level of selected individual student information, please note the panel at the top of the screen, above the solid black line. This panel contains a series of drop-down boxes such as "Ethnicity," "English Proficiency," "LEP Status," etc. These boxes, which are called **Slice Options**, are available to you for the purpose of creating reports based on specific demographic information, or even combinations of demographic criteria. An example of such a report might include all Asian students who are Proficient English speakers. The following exercise will introduce you to using **Slice Options**.

1. Click the **English Proficiency** Slice drop-down arrow in the **Slice Options** panel:
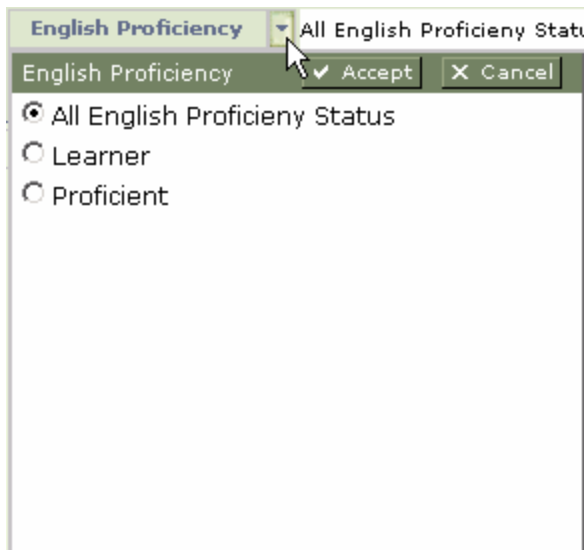
2. Click the **Learner** radio button.
3. Click the **Accept** button.
   After a few moments, the report will reload, showing only students who meet the selected criteria. In this case, only one student in the group—Cinderell Fishel—is a "Learner" English speaker.

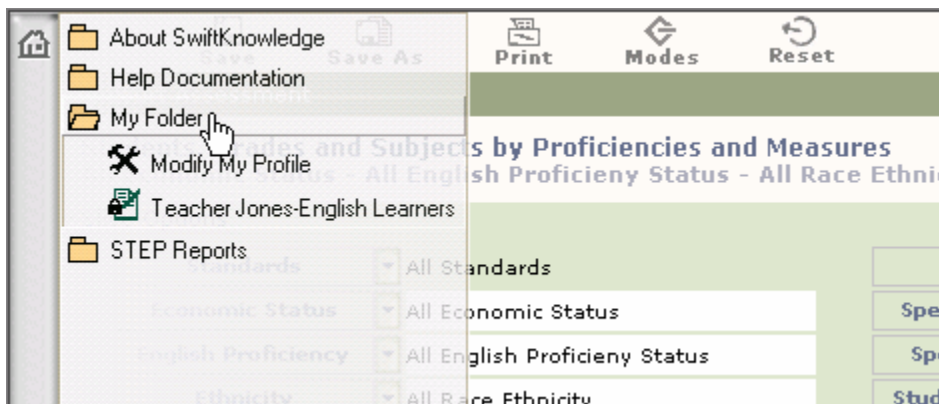## Administrator Exercise 5: Saving a Report

To help save you the time of expanding, drilling into, and/or slicing a particular report every time you log on, the South Dakota Online STEP Reporting site allows you to save each report you create for later use, and enables you to access saved reports quickly.

1. In the *SwiftKnowledge* toolbar at the top of the report, click either the **Save** or **Save As** button (for this application, both buttons will open the exact same dialog):

The **Save As** dialog will open, allowing you to name and save your report.

2. In the **Report Name** text box, type a meaningful name; for this example, type: Teacher Jones-English Learners.
3. Leave the **Save In Folder** and **Add to SwiftLinks** textboxes set to their default entries, and click the **Accept** button.
4. Click the gray **Navigation Bar** at the left side of the screen to expand the **Portal Menu**.
5. Click to expand **My Folder**:

6. Click **Teacher Jones-English Learners** to open the report.
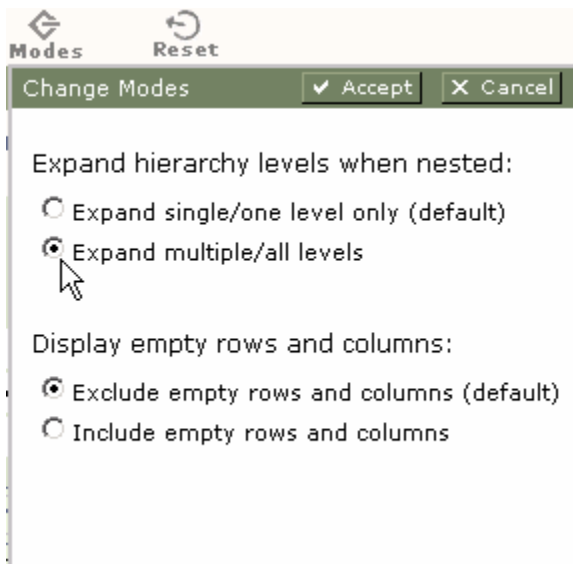This report is now available from the **Portal Menu** any time you log on.

Administrator Exercise 6: Printing a Report

The following exercise will walk you through all the steps necessary to open, modify, and print a report. It is designed both to reinforce concepts you have already learned, and to introduce you to new information.

1. From the **Portal Menu**, click on the **Individual Standards Report**.
2. In the report toolbar, click on the **Modes** button:

3. In the **Change Modes** dialog, click the **Expand multiple/all levels** radio button.

The effect of this selection is to make drilling into data more efficient. The **Individual Standards Report**, in particular, has several levels of data; this button allows you to make choices about expanding this data globally rather than performing the expansion for every individual student.

4. Click **Accept**.
5. Click **Grade 3 Total** to expand it.
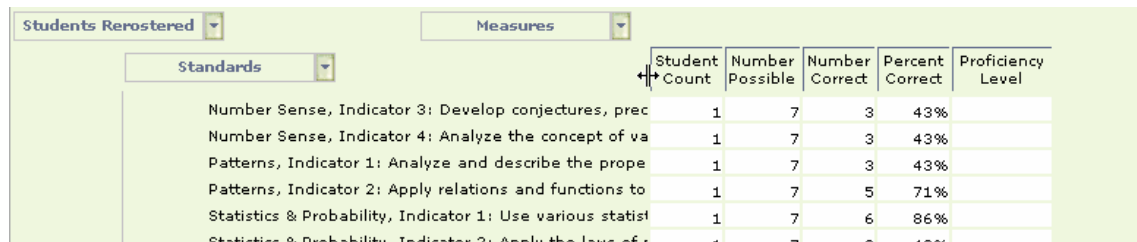   The Subject areas "Reading" and "Math" will appear.

6. Click **Reading** to expand it to individual standards.

Grade 3 Total	4
Reading Total	4
Indicator 1, Standard 1: U	4
Indicator 1, Standard 2: [	4
Indicator 1, Standard 3: S	4
Indicator 2, Standard 1:]	4
Indicator 2, Standard 3: [	4
Indicator 2, Standard 2: F	4
Indicator 3, Standard 1: U	4
Indicator 4, Standard 2: U	4
Indicator 4, Standard 1: U	4

7. Click **Math** to expand it to individual standards.
8. Repeat Steps 5–7 for the remaining grades 4–6, expanding each grade to the level of individual standards in Reading and Math.
9. Now, return to the top of the list and click **Dwight Eisenhower Sc** to expand the list of teachers.
10. Scroll down and click the links for teachers **Johnson**, **Jones**, **Smith**, and **Williams** to expand them to the individual student level.
    It will take several seconds for the list to expand all of the individual students.
11. Once the list is expanded, scroll down and note that each of the individual students is expanded to the level of Standards in Reading and Math. This is because of the selection you made in Step 3 of this exercise. Had you not made this selection initially, you would have had to scroll through and expand each student name individually.
12. You will notice that the spreadsheet of report results is partially obscuring the Standards texts. Move your cursor to the top-left side of the spreadsheet until it becomes a pair of parallel lines with arrows pointing in opposite directions, as follows:

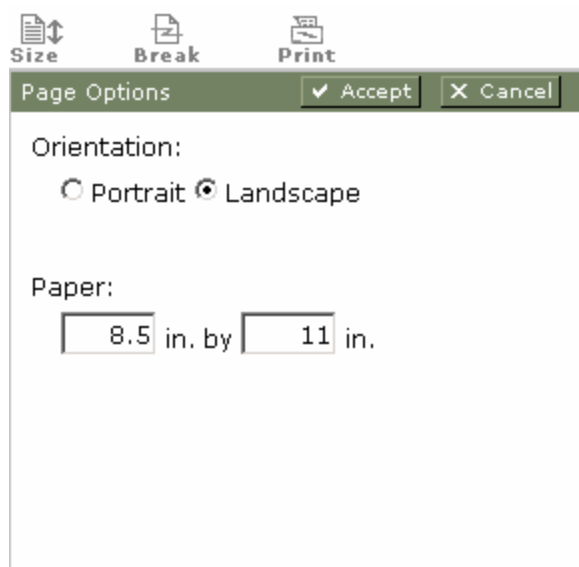| Students ▼		M
Standards ▼	⟷ Student Count	
DWIGHT EISENHOWER SC Total		
Grade 3 Total		26
Reading Total		26
Indicator 1, Standard 1: Use		26
Indicator 1, Standard 2: Dem		26

13. Left-click and "drag" the spreadsheet to the right side of the screen until the text of Standards is visible.

14. Once you have looked at some of the Standards texts, drag the spreadsheet back to the left until its far right edge is about ½ inch from the right side of the green report panel:

Students Rerostered ▼				Measures ▼				
Standards ▼				Student Count	Number Possible	Number Correct	Percent Correct	Proficiency Level
Number Sense, Indicator 3: Develop conjectures, prec				1	7	3	43%	
Number Sense, Indicator 4: Analyze the concept of va				1	7	3	43%	
Patterns, Indicator 1: Analyze and describe the prope				1	7	3	43%	
Patterns, Indicator 2: Apply relations and functions to				1	7	5	71%	
Statistics & Probability, Indicator 1: Use various statist				1	7	6	86%	
Statistics & Probability, Indicator 2: Apply the laws of				1	7	2		

This step is important for ensuring that reports print efficiently. If you do not drag the report spreadsheet to the right, reports will be printed with all the standard text wrapped down a small column on the left side of pages, requiring many more printed pages than if you have moved it; however, moving the spreadsheet *too* far to the right will cause some report results to be cut off. You will need to experiment with a few printed reports to find the ideal location for dragging the report spreadsheet.

15. Now, in the **Proficiencies** Slice Option drop-down box, select the **Advanced** Slice. After a few moments, the report will reload, showing only those students who have scored in the Advanced Proficiency level of Reading or Math. Slice Options can be useful for many things, including determining students who might be considered for gifted and talented programs, or who may need additional instruction in given subject areas

16. In the report toolbar, click the **Print** button.
A print preview will appear, and you may notice that the **Proficiency Level** column is broken off the right side of the report. You will fix this in the next step.

17. In the preview toolbar, click on the **Size** button.

18. Select the **Landscape** radio button:

Size   Break   Print

Page Options   ✔ Accept   ✕ Cancel

Orientation:
○ Portrait ⦿ Landscape

Paper:
8.5 in. by 11 in.

19. Click **Accept**.

Note that the format of the print preview changes and now the **Proficiency Level** column is attached to the right side of the report. Also, be advised that changing the print preview format does not make any changes to your PC's default printer settings. You will do this in the next few steps.

20. Click the **Break** icon in the print preview toolbar.
    This **Set Page Break On** dialog allows you to control where pages are broken in the printed report. For instance, you can control page breaks to ensure that pages do not cut off half way through a given individual's test results.

21. Select the **Student Name** radio button, and click **Accept**.
    The preview is reloaded with pages set to break at the end of each individual student's test results.

22. In the preview toolbar, click the **Print** button.
    Your computer's default printer dialog will open.

23. There are 77 pages to the current report. Since this is only an exercise, there is no need to waste paper by printing all of these pages. In the **General** tab of the **Print** dialog, select to print only pages 10–14 in order to get an idea of printed reports will look like.

24. Click the **Basics** tab of the **Print** dialog and select the **Landscape** orientation radio button.
    As noted above, this is necessary to ensure that your printer actually prints pages with the Landscape orientation.

25. Click **Print**.
    This ends the tutorial for administrators. You may now log out of the training database and go on to processing your live data. For further details on important features of the South Dakota Online STEP Reporting web site, please consult the User Guide located in the *SwiftHelp* panel of the initial *SwiftView* page, which you can access at any time by clicking the "Home" icon at the top of the gray **Navigation Bar**.